Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6302	SPAHRS PR Generate SAAS/ Accounting Distribution	Revision Date: 07/26/2016
		Version: 6

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Objective

Develop an understanding of how SPAHRS accumulates charges for each PIN or WIN, summarizes these charges by accounting distribution, maintains SAAS SPAHRS Tables and transmits accounting transactions to MAGIC.

Outcome

The ability to initiate the process of the SAAS tables in SPAHRS and MAGIC transactions related to payroll programs.

Overview

Payroll costs are calculated based on the default accounting distributions for positions and workers. These costs can be reallocated after a payroll run has been processed to appropriate accounting codes via the SPAHRS Cost Reallocation Tables.

The cost reallocation screens are designed for reallocation of a few employees' accounting code distributions. If a group of employees or an entire agency's distribution is to be changed, then the Mass Change process should be utilized.

Prior to the entry of the Cost Reallocation Table, a Cost Reallocation status record must be established and approved. This record establishes the pay period for the processing of the cost reallocation. Cost reallocation can be generated by hours or by percentage of time for payroll runs. SPAHRS SAAS Tables will verify any fields posted to this table for validity. Once the appropriate Cost Reallocation table has been entered, a Cost Reallocation Preliminary should be requested. After the preliminary has been run, view the Journal Entry/Encumbrance screen; and, if distribution is correct and the MAGIC reports are error free, submit a final Cost Reallocation run. After the final run, the redistribution journal vouchers will be created.

KEY CONCEPTS	DESCRIPTION
Default Accounting Distribution	The accounting structure to which an employee's pay is charged. Contains the entire SPAHRS SAAS Tables and MAGIC coding block (fund, activity, organization, sub-organization, location, project, reporting category and sub-object); the SPAHRS program number; a funding source field; and three optional agency fields.
Funding Source (FS)	Indicates the source of funding. Key values are **F** for Federal, **G** for General and **O** for Other.
Multiple Accounting Lines	Employees/workers can be paid from multiple accounting distributions. For example, SPAHRS will allow payroll to be paid from up to 35 multiple funds.

KEY CONCEPTS	DESCRIPTION
Rollover	The Default Accounting Distribution can be rolled over to the next fiscal year by entering a date after June 30 of the current fiscal year in the End Date field.
SPAHRS Program Number	The State Personnel Board (SPB) program number(s) assigned to that employee's PIN.
SPAHRS SAAS Tables/MAGIC Validations	The accounting code information is verified by the SPAHRS SAAS TABLES and MAGIC; therefore, each agency's coding structure must be the same as the SPAHRS SAAS Tables and MAGIC coding block.
SPAHRS Validation Codes	Agencies can set up these codes for use in the Agency 1, Agency 2, and Agency 3 fields in the default accounting distribution. In this manner, payroll costs can be distributed using codes that relate to an agency's internal accounting systems.
Agency Fields	Three optional agency fields are available for use by an agency to record additional information for payroll. These fields are defined by the agency using the SPAHRS Validation Table.
Last Distributed Date	This is the last date that a transaction processed against this Position Default Accounting Distribution. Provides a record so that the transaction can be identified in the browse screens if necessary.
User Defined Fields	This distribution is a short code (Abbreviated Accounting Distribution) that can be set up on the User Expansion Table and when it is entered, it will expand to the full accounting distribution.
Mass Change	A mass change can be made to the accounting distribution used for a group of employees or an entire agency to change the way costs are charged. May be done before or after a payroll is run.
Reallocations	Payroll costs can be calculated based on the default accounting distributions and then reallocated to the appropriate accounting codes after the fact.

MAGIC Payroll Interface

On July 1, 2014, the State of MS switched from the Statewide Automated Accounting System (SAAS) to the MAGIC accounting system. However, all SPAHRS accounting transactions are created using SAAS accounting structures. SAAS tables, used to define account coding structures, are now accessed through SPAHRS and must be populated prior to use in SPAHRS. Edits in SPAHRS will look at these SPAHRS SAAS tables to verify the accounting codes entered are valid in MAGIC.

A crosswalk table has been created in Magic that converts the SPAHRS accounting entries into the correct Magic accounting entries to edit against fund availability, budget authority, etc. SPAHRS SAAS Table entries into this crosswalk table are added by MMRS Magic staff. They must be entered and assigned the corresponding Magic entry prior to running a preliminary payroll.

Numerous edits and validations exist in the SPAHRS system. There are tables containing data against which the system validates the payroll information as well as the SAAS Tables in SPAHRS edits and other system edits. For example, if a **G** is entered in the Funding Sources field, the system will only allow a 2000 fund to be entered in the Fund field. Any SAAS/MAGIC agency code that is entered on the default accounting distribution will be validated against the SPAHRS SAAS Tables. Generate SAAS also verifies the start and end dates of the accounting distribution to ensure they correspond to those existing in SPAHRS SAAS Tables. Another edit is the program number, which must be the same as the program number entered in the Agency process of SPAHRS. All values entered in the optional agency fields and other allowed fields will be validated against the SPAHRS Validation Table. These edits occur throughout the Generate SAAS process.

Approvals

When a default accounting distribution has been entered, it must be approved before it can be used. The agency has the only level of authority required for approving the default accounting distribution. Two other transactions that require approvals are the Mass Change After Posting and the Cost Reallocation.

Generate SAAS Transactions Menus

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.

```
FMSAS23   PHV2        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    02/26/2015
PHIMAINU PHIMAINM                   Payment Menu                       12:57 PM

          Code        Description                          FastPath

          CP     Calculate Pay                             CALC
          GS     Generate SAAS Transactions                SAAS
          RD     Remit Taxes and Deductions Menu           REMD
          DP     Distribute Pay                            DISP
          PA     Approve/Release Pay                       RPAY
          FT     File Tax Reports                          FIAX
          AP     Adjust Pay                                ADJP
          PT     Earnings, Tax, and Deduction Tables       ETDT
          OT     Other Payroll Tables                      PAYT
          PR     Payroll Reports



      Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  End                                                  Quit
```

Your Action ...	System Response ...
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.

```
FMSAS23   PHV0        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    02/26/2015
PHIMAINU PHIMAINM          Generate SAAS Transactions Menu            12:49 PM

          Code        Description                          FastPath

          MT     Maintain Gen SAAS Tables Menu             GSTM
          MD     Maintain Default Acct Dist Menu           DADM
          BM     Gen SAAS Browse Menu                      BRMN
          BS     On-Line Submit of Batch Programs          GSSB
          SB     SAAS On-Line Batch Status                 BTST
          CP     Cash Position                             CASH
          RT     Rollover Tables                           ROLL
          R1     Generate SAAS Reports                     GSRP
          CM     Cost Reallocation / Mass Change Menu      CRMC
          TC     Travel Cost Reallocation / Mass Change Menu  TCRMC
          S1     SAAS Tables Group 1                       SAAS1
          S2     SAAS Tables Group 2                       SAAS2

      Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  End                                                  Quit
```

Your Action ...	System Response ...
3. Choose the two-character code for the option selected and press ENTER.	The selected screen or menu will be displayed.

Maintain Gen SAAS Tables Menu

SPAHRS Validation Tables

The SPAHRS Validation Table records the fields and their values, to be used in the default accounting distribution outside of MAGIC. Agencies use this table to record the values of the optional agency fields, if needed. The fields that can be used include the three agency fields only.

Each agency must enter the fields to be used in the Validation Table with their values and a short description. SPAHRS then uses the data entered in this table to verify the codes used in the default accounting distributions and override distributions when payroll is run to ensure they are valid. SPAHRS will reject any codes that are not valid for the appropriate fields in SPAHRS SAAS Tables and the SPAHRS Validation Tables. The information entered in these tables will roll over to the next fiscal year if the End Date is set after June 30 of the current budget year.

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **MT** (Maintain Gen SAAS Tables Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Maintain Gen SAAS Tables Menu will appear.

```
PHFNC10   PHV2        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/16/2016
PHIMAINU PHIMAINM          Maintain Gen SAAS Tables Menu                12:14 PM

        Code       Description                              FastPath

        VT    SPAHRS Validation Tables                      VALT
        VB    Browse SPAHRS Validation Table                BVAL
        C1    Maintain SAAS Account Numbers Used by GENSAAS  MACT
        C2    Maintain GENSAAS Key Dates                    MDAT
        C3    Maintain GENSAAS Control Numbers              MCNN






     Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                                                     Quit
```

Your Action ...	System Response ...
4. Choose **VT** (SPAHRS Validation Tables) from the Maintain Gen SAAS Tables Menu and press ENTER.	The SPAHRS Validation Tables screen will appear.

```
FMSAS23  PHV0        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    02/26/2015
PHPSMT1D PHPSMT1M              SPAHRS Validation Tables               01:17 PM

 *Action: _ (A,C,D,M,N,P)

 *Agency: ____                        Budget Fiscal Year:  ____

         *Name: _____
          Value: _____

         Start Date: __ __ ____        End Date: __ __ ____

         Short Desc: _____

         Desc: _____
               _____
               _____
               _____


Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                  Quit
```

Your Action ...	System Response ...
5. Choose **A**dd or **M**odify and enter the following information: *Agency**: Enter the agency code xxxx. **Budget Fiscal Year**: Enter the budget fiscal year. *Name**: Enter the established code for the accounting distribution coding block being entered. **Value**: Enter the value associated with this portion of the coding block (program, source, fund, or activity).	
6. Press ENTER.	
7. Enter the following information: **Start Date**: MM DD YYYY. This date can be a past, current, or future date. **End Date**: MM DD YYYY. This date can exceed the end of the fiscal year. **Short Desc**: Enter a short description for the code. Desc: Enter a description of the accounting activity or sufficient information to trace this code back to the agency's internal accounting system.	

Your Action ...	System Response ...
8. Press ENTER.	The validation code will have been entered and the following message will be displayed: Account Validation xxxx-yyyy-code added/modified successfully.

Browse SPAHRS Validation Table

This table lists field name codes, values, descriptions, start and end dates for a specified agency, and budget fiscal year. A validation table entry can be modified from this browse screen. The system will store as **M** (modify) in the Action field and highlight only the fields that can be modified.

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **MT** (Maintain Gen SAAS Tables Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Maintain Gen SAAS Tables Menu will appear.
4. Choose **VB** (Browse SPAHRS Validation Table) from the Maintain Gen SAAS Tables Menu and press ENTER. Selection criterion includes Agency, Budget/Fiscal Year, Code and Value.	The Browse SPAHRS Validation Table screen will appear. Information is displayed by Field Name Code, Field Value, Short Description, State Date and End Date.

```
FMSAS23  PHV0        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    02/26/2015
PHPSMT2B PHPSMT2M            Browse SPAHRS Validation Table           01:28 PM
        Actions: (D,M)
        Field Name   Field              Short
Action     Code      Value           Description          Start Date  End Date
------  ----------  --------  ----------------------------  ----------  ----------









Agency: ____  Budget/Fiscal Year: 0___  Code: _____  Value: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                    Quit
```

Your Action ...	System Response ...
5. Choose **D**isplay or **M**odify in the action field of the record to be viewed and press ENTER.	The SPAHRS Validation Tables screen will appear.

Default Accounting Distribution

A Default Accounting Distribution must be established for each PIN/employee and WIN/worker in SPAHRS; if no default distributions have been established, payroll cannot be generated. The Default Accounting Distribution is tied to the PIN or the WIN, NOT to the employee or worker. This accounting distribution directs the system to the appropriate records to charge payroll costs. The default accounting distribution contains the entire coding block (fund, activity, organization, sub-organization, location, project, reporting category and sub-object) as defined on the SPAHRS SAAS Tables; the SPAHRS program number (same as defined in the Agency FY Program Budget); a funding source field; and three optional agency fields that are defined by the agency for its specific use as needed. A PIN or WIN may have multiple accounting lines to its accounting distribution; however, the total of those lines must be 100% in the percentage distribution field. Each percentage distribution may have up to two decimal places (*e.g.,* 50.25%).

Agencies are required to use the same data in the Default Accounting Distribution as is used in their MAGIC coding structure because it will be validated by the SAAS Tables in SPAHRS. They may, however, use the three optional agency fields to capture additional accounting data if desired. All agencies will use the SPAHRS SAASTables Fund, Program Number, and Funding Source fields.

A maximum of thirty-five accounting lines can be entered on a default accounting distribution. The accounting distributions are set up by budget fiscal year so that the proper accounting is recorded on the correct budget year for that payroll period even if the PIN or its funding sources change from one year to the next. Also, if a retroactive change is made for a default accounting distribution, the change is recorded in the current period, the employee's data is distributed in the current month, but the system notes the payroll reporting period for which the adjustment is being made. This process allows reports to be generated for that payroll accounting period showing that a change was made impacting that payroll and the date on which the change was made. When multiple defaults have been established for an employee, SPAHRS will use the last approved default applicable to that pay period.

There are several mechanisms in the Generate SAAS process that assist agencies in limiting the amount of data entry required to set up these default accounting distributions in SPAHRS. First, there is a copy and paste mechanism that can be used for employees/workers having the same accounting distribution; the information can be copied over with only the PIN/WIN having to be changed. Another mechanism in the system allows the default accounting distributions to rollover to the next fiscal year. This rollover capability is done by entering a date after June 30 of the current year in the End Date field or by entering a future end date to enable the default accounting distribution to rollover for several years.

Override Accounting Distribution

The override accounting distribution feature of Report Time is used when an employee has worked on a project or activity that has a different accounting distribution from that recorded for the default distribution and the payroll costs for that time period needs to be charged accordingly. Another reason for an employee to use the override distribution feature is to report any extra hours for the actual activity for which those extra hours were worked.

To override a distribution, the user must access the time sheet, enter a **M**odify action, place the cursor on the selected hours to be overridden, and press F6 to access the Maintain Override Distribution screen. There are two panels of information for this screen. The user then enters the desired accounting distribution, earnings codes and hours worked the override applies to. This override accounting distribution will take precedence over the default distribution for the specified time. If the override distribution does not total 100% of the time, the time for that specific record will be pro-rated according to the override with the balance being pro-rated based on the default distribution. SPAHRS will reject a transaction if the total hours for the earnings code on the override exceed the total number of hours reported for that earnings code.

There is a browse indicator on the bottom of the Enter Time screen that displays the overrides that have been entered for that specific employee. A "**Y**" action must be entered to access the browse. When an employee is separated via the Separate Employee within PIN screen (**EM/EP/SE**), the agency's timekeeper must make sure the timesheet (**RT/ET**) and any associated override distributions (**RT/OD**) have been cleared for any days after the separation.

Maintain Default Accounting Distribution

Before payroll can be processed, each PIN or WIN **must** have an established Default Accounting Distribution reflecting the appropriate accounting codes to post an accounting transaction. Default accounting distributions for WINs may also be set up in the Manage Contracts (**MC CW CD**) process of SPAHRS. Default accounting distributions enable SPAHRS expenditures to be charged to multiple funding sources.

NOTE: Any default accounting distribution that is not approved will not be used by SPAHRS in Gen SAAS and will result in processing errors for the position/WIN.

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **MD** (Maintain Default Acct Dist Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Maintain Default Acct Dist Menu will appear.

```
FMSAS23  PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/02/2015
PHIMAINU PHIMAINM         Maintain Default Acct Dist Menu            10:47 AM

           Code      Description                          FastPath

           PD    Position Default Account Distribution      PDAD
           PU    Position Default Account Dist w/User Fields PADU
           CD    Maintain WIN Account Distribution          MWAD
           CA    Browse WIN Default Dist                    BWAD










     Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                                                    Quit
```

Position Default Accounting Distribution

The Position Default Account Distribution screen is used to enter distribution values for an employee. Before payroll can be processed, each PIN must have an established default distribution reflecting the appropriate accounting codes to post an accounting transaction.

Your Action ...	System Response ...
4. Choose **PD** (Position Default Account Distribution) from the Maintain Default Acct Dist Menu and press ENTER.	The Position Default Account Distribution Screen will appear.

```
FMSAS23  PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/02/2015
PHPSDE1D PHPSDE1M       Position Default Account Distribution      10:51 AM
      *Action: _  (A,C,D,M,N,P)
      *Agency: ____              Budget Fiscal Year: 0000
      Position: _____           Last Distributed:
      Start Date: __ __ ____     End Date:   __ __ ____   Note : N

1_ of
      *F                *Sb*Rptg*Project                         Percent
Ln Pgm S*Fund*Actv*Org Org Cat  Number  *Loc  *Agcy-1*Agcy-2*Agcy-3 Dist
1   __ _ ____ ____ ___ ___ ___ _____ ____  _____ _____ _____ _____
2   __ _ ____ ____ ___ ___ ___ _____ ____  _____ _____ _____ _____
3   __ _ ____ ____ ___ ___ ___ _____ ____  _____ _____ _____ _____
4   __ _ ____ ____ ___ ___ ___ _____ ____  _____ _____ _____ _____
5   __ _ ____ ____ ___ ___ ___ _____ ____  _____ _____ _____ _____
6   __ _ ____ ____ ___ ___ ___ _____ ____  _____ _____ _____ _____
7   __ _ ____ ____ ___ ___ ___ _____ ____  _____ _____ _____ _____
8   __ _ ____ ____ ___ ___ ___ _____ ____  _____ _____ _____ _____
     Save With Errors (Y/N): _              Total Percent:
     Copy (Y/N): N        Paste (Y/N): N           Approval: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End        Note      Bkwd  Fwd                      Quit
```

Your Action ...	System Response ...

5. Choose **A**dd or **M**odify and enter the following information:
 	
  ***Agency:** Enter the agency code XXXX.
  Budget Fiscal Year: Enter the budget fiscal year for the default schedule being established YYYY.
  Position: Enter the PIN number.
  Last Distributed: The system enters the date of the last distribution for this PIN.
  Note: Once a last distributed date has been posted, the only field on this screen that may be modified is the End Date.
  Start Date: Enter the start date for the distribution in MM DD YYYY format.
  End Date: Enter the end date for this distribution. The end date may be any time within the current fiscal year or future dated into successive fiscal years. If the end date is after 6/30 of the current budget fiscal year, the system can roll this table over to the next budget fiscal year. ***Note: If the distribution is related to a grant, the end date should be equal to the grant expiration date or the last day payment or accounting adjustments can be made to the grant.***
  Note*:* To input a narrative associated with this entry press the PF5 key. Once notes have been entered the Note field will be **Y**es.	

6. Press ENTER.	

7. Enter the following information:
 	
  Pgm: Enter the two-digit SPB program number.
  ***FS:** Enter **F**ederal, **G**eneral or **O**ther to indicate the funding source.
  ***Fund:** Enter the four-digit fund code.
  ***Actv**: Enter the four-digit activity code.
  ***Org**: Enter the four-digit organization code.
  ***Sb Org**: Enter the two-digit sub-organization code if applicable.
  ***Rptg Cat**: Enter the four-digit reporting category code if applicable.	

Your Action ...	System Response ...
Continue entering the following information. ***Project Number**: Enter the eight-digit project number if applicable. ***Loc**: Enter the location code if desired. **Sb Obj**: Enter the two digit sub-object code if applicable. ***Agcy-1**, **Agcy-2**, **Agcy-3**: Enter an agency-defined code in any or all fields if desired. **Percent Dist:** Enter the percentage of the cost to be posted to the codes defined on this line. **Save With Errors**: The system defaults to **N**o. Enter **Y**es to save the record with errors. **Total Percent**: The system sums this column. Note: The total must equal 100%. **Copy**: The system defaults to **N**o. Enter **Y**es to copy all entries on this screen to another position. **Paste**: The system defaults to **N**o. Enter **Y**es to paste entries from a previous screen. **Approval**: Enter **Y**es to request approval. The entry will change to **A**pproved when the default distribution has been approved. Defaults to **N**o, which means the request is not to be sent for approval. Once approval is made, it will be necessary to modify this field before any other modifications can be made.	

Position Default Account Distribution With User Fields

The Position Default Account Distribution with User Fields screen is used to enter user field values for a PIN. The user fields must first be defined on the User Expansion Tables before they may be input on this screen.

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.

Your Action …	System Response …
3. Choose **MD** (Maintain Default Acct Dist Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Maintain Default Acct Dist Menu will appear.
4. Choose **PU** (Position Default Account Dist./w user fields) from the Maintain Default Acct Dist Menu and press ENTER.	The Position Default Account Dist./w user fields screen will appear.

```
FMSAS23  PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/02/2015
PHPSDE4D PHPSDE4M  Position Default Account Dist w/User Fields      11:07 AM
   *Action: _  (A,C,D,M,N,P)
   *Agency: ____                         Budget Fiscal Year: 0000
    Position: _____                     Last Distributed:
    Start Date: __ __ ____               End Date:  __ __ ____     Note : N


                                                              Percent
  Ln  User Fields          User Field Description                Dist
   1  _____                                         _____
   2  _____                                         _____
   3  _____                                         _____
   4  _____                                         _____
   5  _____                                         _____
   6  _____                                         _____
   7  _____                                         _____
   8  _____                                         _____
                                                Total Percent:
    Copy (Y/N): N   Paste (Y/N): N   Adjustment (Y/N): N   Approval: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
    Help  Main  End         Note        Bkwd  Fwd                      Quit
```

Your Action …	System Response …

5. Choose **A**dd and enter the following information:
 	
  *Agency: Enter the agency code XXXX.
  Budget Fiscal Year: Enter the budget fiscal year for the default schedule being established YYYY.
  Position: Enter the PIN number.
  Last Distributed: The system enters the date of the last distribution for this PIN.
  Note: Once a last distributed date has been posted, the only field on this screen that may be modified is the End Date.
  Start Date: Enter the start date for the distribution in MM DD YYYY format.	

6. Press ENTER.	

Your Action …	System Response …
7. Enter the following information. **End Date:** Enter the end date for this distribution. Note**:** To input a narrative associated with this entry press the PF5 key. Once notes have been entered the Note field will be **Y**es. User Fields: Enter the user field defined by the agency to give a one-to-many relationship to the account distribution**.** User Field Description: The system will populate the description. **Percent Dist**: Enter the percentage to be allocated to this line of accounting distribution. Total Percent: Total percentage allocated. Copy (Y/N): Enter "**Y**" to save the data and keep it available to paste onto another distribution screen. Paste (Y/N): Enter "**Y**" to paste data copied from another screen. Adjustment (Y/N): Enter "**Y**" to classify this as an adjustment. Approval: Enter "**Y**" to submit the record for approval.	
Press ENTER.	The system will display the following message: Date Effective Account Distribution added successfully.

Maintain WIN Account Distribution

The Maintain WIN Account Distribution screen is used to enter distribution values for a worker. Before payroll can be processed each WIN must have an established default distribution reflecting the appropriate accounting codes to post an accounting transaction.

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **MD** (Maintain Default Acct Dist Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Maintain Default Acct Dist Menu will appear.

Your Action ...	System Response ...
4. Choose **CD** (Maintain WIN Account Distribution) from the Maintain Default Acct Dist Menu and press ENTER.	The Maintain Account Distribution Screen will appear.

```
FMSAS23  PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/02/2015
PHPSDE2D PHPSDE2M       Maintain WIN Account Distribution              11:14 AM
     *Action: _  (A,C,D,M,N,P)
     *Agency: ____                     Budget Fiscal Year: 0000
       Win#: _____                    Last Distributed:
     Start Date: __ __ ____            End Date:   __ __ ____    Note : N

1_ of
     *F                *Sb*Rptg*Project      Sb                    Percent
Ln Pgm S*Fund*Actv*Org Org Cat  Number  *Loc Obj*Agcy-1*Agcy-2*Agcy-3 Dist
1    __ _ ____ ____ ___ __ _ __ _____ ___ ___ _____ _____ _____ _____
2    __ _ ____ ____ ___ __ _ __ _____ ___ ___ _____ _____ _____ _____
3    __ _ ____ ____ ___ __ _ __ _____ ___ ___ _____ _____ _____ _____
4    __ _ ____ ____ ___ __ _ __ _____ ___ ___ _____ _____ _____ _____
5    __ _ ____ ____ ___ __ _ __ _____ ___ ___ _____ _____ _____ _____
6    __ _ ____ ____ ___ __ _ __ _____ ___ ___ _____ _____ _____ _____
7    __ _ ____ ____ ___ __ _ __ _____ ___ ___ _____ _____ _____ _____
8    __ _ ____ ____ ___ __ _ __ _____ ___ ___ _____ _____ _____ _____
     Save With Errors (Y/N): _                    Total Percent:
     Copy (Y/N): N       Paste (Y/N): N           Approval: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End         Note        Bkwd  Fwd                    Quit
```

Your Action ...	System Response ...
5. Choose **A**dd or **M**odify and enter the following information: ***Agency:** Enter the agency code XXXX. **Budget Fiscal Year:** Enter the budget fiscal year for the default schedule being established YYYY. **WIN#:** Enter the WIN number. **Last Distributed**: The system enters the date of the last distribution for this employee. ***Note: Once a last distributed date has been posted, the only field on this screen that may be modified is the End Date.*** **Start Date:** Enter the start date for the distribution in MM DD YYYY format.	

Your Action ...	System Response ...
Continue entering the following information: **End Date**: Enter the end date for this distribution. The end date may be any time within the current fiscal year or future dated into successive fiscal years. If the end date is after 6/30 of the current budget fiscal year, the system can roll this table over to the next budget fiscal year. ***Note: If the distribution is related to a grant, the end date should be equal to the grant expiration date or the last day payment or accounting adjustments can be made to the grant.*** Note**:** To input a narrative associated with this entry press the PF5 key. Once notes have been entered the Note field will be **Y**es.	
6. Press ENTER.	
7. Enter the following information: **Pgm:** Enter the two-digit SPB program number. ***FS:** Enter **F**ederal, **G**eneral or **O**ther to indicate the funding source. ***Fund:** Enter the four-digit fund code. ***Actv**: Enter the four-digit activity code. ***Org**: Enter the four-digit organization code. ***Sb Org**: Enter the two-digit sub-organization code if applicable. ***Rptg Cat**: Enter the four-digit reporting category code if applicable. ***Project Number**: Enter the eight-digit project number if applicable. ***Loc**: Enter the location code if desired. **Sb Obj**: Enter the two digit sub-object code if applicable. ***Agcy-1**, **Agcy-2**, **Agcy-3**: Enter an agency-defined code in any or all fields if desired. **Percent Dist:** Enter the percentage of the cost to be posted to the codes defined on this line. **Save With Errors**: The system defaults to **N**o. Enter **Y**es to save the record with errors.	

Your Action ...	System Response ...
Continue entering the following information. **Total Percent**: The system sums this column. Note: The total must equal 100%. **Copy**: The system defaults to **N**o. Enter **Y**es to copy all entries on this screen to another position. **Paste**: The system defaults to **N**o. Enter **Y**es to paste entries from a previous screen. **Approval**: Enter **Y**es to request approval. The entry will change to **A**pproved when the default distribution has been approved. Defaults to **N**o means the request is not to be sent for approval. Once approval is made, it will be necessary to modify this field before any other modifications can be made.	
8. Press ENTER.	The following message is displayed: Date Effective Account Distribution added/modified successfully.

Browse WIN Default Distribution

The Browse WIN Default Distribution screen lists all WIN numbers for which an account distribution has been entered within an agency.

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **MD** (Maintain Default Acct Dist Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Maintain Default Acct Dist Menu will appear.
4. Choose **CA** (Browse WIN Default Dist) from the Maintain Default Acct Dist Menu and press ENTER. Selection criteria include Agency, WIN, Fiscal Year, and Start Date.	The Browse WIN Default Dist screen will appear. Information is displayed by Agency Number, WIN Number (Although the Column states PIN number), Fiscal Year, Effective Start Date, Effective End Date, Appr Req, Last Pay Posted Date, and Update Userid.

```
FMSAS23  PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/02/2015
PHPSDE2B PHPSDECM            Browse WIN Default Dist                  01:22 PM
Actions: (D,M)
     Agency   PIN    Fiscal Effective   Effective  Appr  Last Pay    Update
Act   nbr   Number   Year  Start Date   End Date   Req   Posted Date  Userid
---  ------ -------  ------ ----------  ----------  ----  ----------- --------
                           *** End of Data ***




<blank lines>




*Agency: ____  WIN: _____  Fiscal Year: ____  Start Date: __ __ ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                     Quit
```

Your Action …	System Response …
5. Enter **D**isplay in the action field of line to be viewed and press ENTER.	The Maintain WIN Account Distribution screen will appear.

Generate SAAS Reports

The Generate SAAS Reports screen is used to submit the on-request batch reports for Generate SAAS. This is a three panel screen and since MAGIC went live, Reports 20 – 23 are no longer valid since the data was pulling from SAAS. The remaining reports are pulling from SPAHRS.

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **R1** (Generate SAAS Reports) from the Generate SAAS Transactions Menu and press ENTER.	Generate SAAS Reports screen will appear.

Additional reports are identified with the use of the PF11 function key. Press PF 10 to view previous screen |

PANEL 1

```
FMSAS23  PHV2   STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/09/2015
PHPSBT2D PHPSBT2M             Generate SAAS Reports               10:31 AM
                                                                  2 more >



   01. Monthly & YTD Expenditures and Encumbrances by Fund
   02. Monthly & YTD Expenditures and Encumbrances by Org
   03. Monthly & YTD Expenditures and Encumbrances by Sub-Org
   04. Monthly & YTD Expenditures and Encumbrances by Activity Code
   05. Monthly & YTD Expenditures and Encumbrances by Reporting Category
   06. Monthly & YTD Expenditures and Encumbrances by Location
   07. Monthly & YTD Expenditures and Encumbrances by Project Number
   08. Monthly & YTD Expenditures and Encumbrances by Agency-Defined-1
   09. Monthly & YTD Expenditures and Encumbrances by Agency-Defined-2
   10. Monthly & YTD Expenditures and Encumbrances by Agency-Defined-3


          Enter Number of Batch Job to Submit: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                     Left  Right Quit
```

PANEL 2

```
FMSAS23  PHV2   STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/09/2015
PHPSBT2D PHPSBT3M             Generate SAAS Reports               10:32 AM
< 1 more                                                          1 more >



   11. Detail Employee Expenditures by Fund, Org, Pay Period
   12. Detail Employee Expenditures by Sub-Org, Pay Period
   13. Detail Employee Expenditures by Activity Code, Pay Period
   14. Detail Employee Expenditures by Project Number, Pay Period
   15. Detail Employee Expenditures by Reporting Category, Pay Period
   16. Detail Employee Expenditures by Location, Pay Period
   17. Detail Employee Expenditures by Agency-Defined-1
   18. Detail Employee Expenditures by Agency-Defined-2
   19. Detail Employee Expenditures by Agency-Defined-3


          Enter Number of Batch Job to Submit: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                     Left  Right Quit
```

PANEL 3

```
FMSAS23  PHV2   STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/09/2015
PHPSBT2D PHPSBT5M              Generate SAAS Reports                 10:32 AM
< 2 more



  20. Personnel Service Contract (Budget to Actual Expenditures for BFY)
  21. Personnel Service Contract Expenditures by BFY, Service Type
  22. Personnel Service Contract Expenditures by BFY, Vendor
  23. Personnel Service Contract (Budget to Actuals for Entire Life of Ctct.)
  24. Vendor Payments Balancing Report for Preliminary or Final Run
  25. Reflection of Time Charged to Each Acct Distribution
  26. Cost Allocation Payroll Statistics by Agcy, Rptg Ctgy, Actvy, Pay Pd
  27. Cost Allocation Payroll Statistics by Agcy, Appr. Unit, Fund, Pay Pd
  28. List of Detail Accounting Distributions by SAAS Agency & Fund
  29. Monthly Gross Salary/Fringe Estimate by PIN
  30. Anticipated Disbursement Activity Report

         Enter Number of Batch Job to Submit: __
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                                      Left  Right Quit
```

Your Action …	System Response …
4. Input the number of the report to be generated in the Enter Number of Batch Job to Submit field and press ENTER.	An input form is generated on the screen based on the Number of the Batch Job selected.
5. Enter the required information and press ENTER.	A Batch Job Submission screen will appear.
6. Press ENTER.	The system will display the following information: Job submitted successfully.

Cash Position

The Cash Position screen is used to display the cash amounts needed for a given Pay Period End Date. The PIN/WIN amounts and totals according to the different fund codes will be given (General, Special, and Other).

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **CP** (Cash Position) from the Generate SAAS Transaction Menu and press ENTER.	The Cash Position screen will appear.

```
FMSAS23  PHV3   STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/26/2015
PHPSCN1D PHPSCN1M                 Cash Position                    01:07 PM
     Action: D    (D)

 Payroll Run No: _____   Error on top: _  Pay Period: __ __ ____   Freq: _

 Number of SAAS Agencies:              Number With Errors:
 E SAAS
 R Agy General Fund     Special Fund     Other Funds        Total Funds




Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                         Bkwd  Fwd                  Quit
```

Your Action …	System Response …
4. Choose **D**isplay and enter the following information: *__Payroll Run Number:__* Enter the payroll number for the pay period being requested. Error on top: Enter "Y" to have lines with errors shown before lines without errors.	
5. Press ENTER.	Data related to the payroll run will appear in Fund Number order

Rollover Tables

The rollover mechanism in SPAHRS allows certain screens to be systematically populated with data from a previous budget fiscal year screen. This process is done once a fiscal year and the date of processing is communicated to user agencies.

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **RT** (Rollover Tables) from the Generate SAAS Transactions Menu and press ENTER.	The Rollover Tables screen will appear.

```
FMSAS23  PHV4      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/09/2015
PHPSRO1D PHPSRO1M              Rollover Tables                      11:15 AM


         *Agency: ____           Previous Budget Fiscal Year: ____



             SPAHRS Validation Tables            N

             User Expansion Tables               N

             Position Default Distributions      N






Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                               Quit
```

Your Action …	System Response …
4. Enter the following information: **Agency:** Enter the four digit Agency number. **Previous Budget Fiscal Year**: Enter the Previous Fiscal Year from which the new data should be copied. SPAHRS Validation Tables: Enter "**Y**" to roll over the SPAHRS validation tables. User Expansion Tables: Not available. Position Default Distributions: Enter "**Y**" to roll over the position default distributions.	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	The system will display the following message: Job has been submitted successfully.

Gen SAAS Browse Menu

The Generate SAAS Browse Menu contains screens that allow the user to view data that has been previously entered and/or processed.

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.

Your Action …	System Response …
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **BM** (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.

Employee Position Account Distribution

The Browse Employee Position Accounting Distribution screen is used to view a listing of the employee's accounting distribution by Agency. All the account distribution fields are included.

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **BM** (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.

```
FMSAS23  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/02/2015
PHIMAINU PHIMAINM                 Gen SAAS Browse Menu                01:25 PM

         Code      Description                              FastPath

         BP     Employee Position Acct Dist                 EPAD
         JE     Browse Journal Entry/Encumbrance            BRJE
         EE     Browse Journal Entry/Encumbrance Errors     BRER
         BD     Browse SPAHRS Documents                     BDOC
         PR     Browse SPAHRS Entries by Payroll Run Number BPRN
         PA     Browse Position Default Account Dist         BPAD
         CR     Browse Journal Entry/Encum - ( CR, MCA )    BRCR
         BR     Employee Position Acct Dist By RUN NUMBER   EPADR
         CE     Browse Journal Entry/Encum - (CR, MCA) Error BRCE
         BC     Employee Position Acct Dist by Realloc Run# EPADC
         DR     Browse SPAHRS Document by Run Number        DOCR
         DC     Browse SPAHRS Document Numbers              DOC

     Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                  Quit
```

Your Action …	System Response …
4. Choose **BP** (Employee Position Acct Dist) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include Agency, SSN, Employee Type, PIN/WIN, Pay Period Accounted In, and PP End Date.	The Employee Position Acct Dist screen will appear. Information is displayed by Agency, SSN, PP Accnted In Date, PP End Date, Object Code, Amount Type, Ded Tax Code, Amount Distributed, Pay Frequency, PIN/WIN, Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Proj Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, Object Code, Bdgt Yr, Adj Type, Trip Number, Void Date, Payroll Run Number, and Realloc Run Number.

PANEL 1

```
FMSAS23  PHV3       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/02/2015
PHPSEP2B PHPSEP2M           Employee Position Acct Dist              01:42 PM
                                                                     2 more >
                PP Accnted    PP End    Object Amt DedTax   Amount    P  Pin
Act Agcy   SSN   In Date       Date      Code  Ty   Code  Distributed F  Win
(D) ----  --------- ---------- ---------- ------ --- ------ ---------- - ------
                           *** End of Data ***




*Agency: ____  *SSN: _____  Empl Type _  Pin/Win: _____
 Pay Period Accounted In: _____ (MMDDYYYY) PP End Date: _____ (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd        Left  Right Quit
```

PANEL 2

```
FMSAS23   PHV3       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/02/2015
PHPSEP2B PHPSEP2M              Employee Position Acct Dist             01:43 PM
< 1 more                                                               1 more >
        F                      Sb Rptg  Proj        Sb                   Object
Act Pgm S  Fund Actv Org  Org Cat  Number   Loc  Obj Agcy-1 Agcy-2 Agcy-3 Code
(D) --- -- ---- ---- ---- --- ---- -------- ---- --- ------ ------ ------ -----
                                *** End of Data ***




*Agency: ____ *SSN: _____  Empl Type _ Pin/Win: _____
 Pay Period Accounted In: _____ (MMDDYYYY) PP End Date: _____ (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd        Left  Right Quit
```

PANEL 3

```
FMSAS23   PHV3       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/02/2015
PHPSEP2B PHPSEP2M              Employee Position Acct Dist             01:44 PM
< 2 more
    Bdgt  Adj     Trip          Void     Payroll Run   Realloc Run
Act  Yr   Type   Number         Date       Number        Number
(D) ---- ---- ------------  ----------  -----------   -----------
                                *** End of Data ***




*Agency: ____ *SSN: _____  Empl Type _ Pin/Win: _____
 Pay Period Accounted In: _____ (MMDDYYYY) PP End Date: _____ (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd        Left  Right Quit
```

Your Action …	System Response …
5. Enter **D**isplay in the action field of line to be viewed and press ENTER.	The Display Account Distribution Detail screen will appear.

Browse Position Default Account Distribution

The Browse Position Default Account Distribution screen is used to browse the default account distributions for a PIN.

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **BM** (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose **PA** (Browse Position Default Account Dist) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include Agency, PIN, Fiscal Year, and Start Date.	The Browse Position Default Account Dist screen will appear. Information is displayed by Agency Number, PIN Number, Fiscal Year, Effective Start Date, Effective End Date, Appr Req, Last Pay Posted Date, and Update User ID.

```
FMSAS23  PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/02/2015
PHPSDE1B PHPSDEBM       Browse Position Default Account Dist         01:49 PM
Actions: (D,M)
     Agency  PIN   Fiscal Effective   Effective  Appr  Last Pay    Update
Act   nbr   Number  Year  Start Date  End Date   Req  Posted Date  Userid
---  ------ ------- ------ ---------- ---------- ---- ----------- --------
                            *** End of Data ***




















*Agency: ____  PIN: _____  Fiscal Year: ____  Start Date: __ __ ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                    Bkwd  Fwd                      Quit
```

Your Action …	System Response …
5. Enter **D**isplay in the action field of line to be viewed and press ENTER.	The Position Default Account Distribution screen will appear.

Employee Position Acct Dist By Run Number

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **BM** (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose **BR** (Employee Position Acct Dist By RUN NUMBER) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include Payroll run Number, Agency, SSN, Employee Type Pay Period Accounted In, and PP End Date.	The Employee Position Acct Dist By RUN NUMBER screen will appear. Information is displayed by Agcy, SSN, PP Accnted In Date, PP End Date, Object Code, Amt Ty, Ded Tax Code, Amount Distributed, Pay Frequency, PIN/WIN, Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Proj Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, Object Code, Bdgt Yr, Adj Type, Trip Number, Void Date, Payroll Run Number, and Realloc Run Number.

PANEL 1

```
FMSAS23  PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/02/2015
PHPSEP3B PHPSEP3B    Employee Position Acct Dist By RUN NUMBER       01:58 PM
                                                                    2 more >
                  PP Accnted   PP End   Object Amt DedTax   Amount   P  Pin
Act Agcy    SSN     In Date     Date     Code  Ty  Code  Distributed F  Win
(D) ----  -------- ---------- ---------- ------ --- ------ ---------- - ------




*Payroll Run Number: _____  *Agency: ____ *SSN: _____ Empl Type _
 Pay Period Accounted In: _____ (MMDDYYYY) PP End Date: _____ (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd        Left  Right Quit
```

PANEL 2

```
FMSAS23  PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/02/2015
PHPSEP3B PHPSEP3B    Employee Position Acct Dist By RUN NUMBER       01:59 PM
< 1 more                                                              1 more >
        F                    Sb  Rptg  Proj       Sb                    Object
Act Pgm S  Fund Actv Org Org Cat  Number  Loc  Obj Agcy-1 Agcy-2 Agcy-3 Code
(D) --- -- ---- ---- ---- --- ---- -------- ---- --- ------ ------ ------ -----
                             *** End of Data ***




*Payroll Run Number: _____  *Agency: ____ *SSN: _____ Empl Type _
 Pay Period Accounted In: _____ (MMDDYYYY) PP End Date: _____ (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                    Bkwd  Fwd          Left  Right Quit
```

PANEL 3

```
FMSAS23  PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/02/2015
PHPSEP3B PHPSEP3B    Employee Position Acct Dist By RUN NUMBER       01:59 PM
< 2 more
    Bdgt  Adj    Trip          Void     Payroll Run  Realloc Run
Act  Yr   Type   Number        Date      Number       Number
(D) ----  ----  ------------  ---------- -----------  -----------
                             *** End of Data ***




*Payroll Run Number: _____  *Agency: ____ *SSN: _____ Empl Type _
 Pay Period Accounted In: _____ (MMDDYYYY) PP End Date: _____ (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                    Bkwd  Fwd          Left  Right Quit
```

Your Action …	System Response …
5. Enter **D**isplay in the action field of line to be viewed and press ENTER.	The Display Account Distribution Detail screen will appear.

Employee Position Account Distribution by Reallocation Run Number

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **BM** (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose **BC** (Employee Position Acct Dist by Realloc Run#) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include Reallocation Run Number, Agency, SSN, and Employee Type.	The Employee Position Acct Dist by Realloc Run# screen will appear. Information is displayed by Agency, SSN, PP Accnted In Date, PP End Date, Object Code, Amount Type, Ded Tax Code, Amount Distributed, Pay Frequency, PIN/WIN, Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Project Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, Obj Code, Bdgt Yr, Ajd, Type, Trip Number, Void Date, Payroll Run Number, Reallocation Run Number.

PANEL 1

```
FMSAS23   PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSEP4B PHPSEP4B     Employee Position Acct Dist by Realloc Run#       11:04 AM
                                                                        2 more >
                   PP Accnted    PP End    Object Amt DedTax   Amount    P  Pin
Act Agcy    SSN      In Date       Date      Code  Ty  Code  Distributed F  Win
(D) ----  --------- ----------  ---------- ------ --- ------ ----------- - ------




                                                                                


*Realloc Run Number: _____  *Agency: ____ *SSN: _____  Empl Type _

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Main  End                     Bkwd  Fwd          Left  Right Quit
```

PANEL 2

```
FMSAS23  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSEP4B PHPSEP4B    Employee Position Acct Dist by Realloc Run#      11:06 AM
< 1 more                                                            1 more >
        F                   Sb  Rptg  Proj          Sb                   Object
Act Pgm S   Fund Actv Org  Org  Cat   Number   Loc  Obj Agcy-1 Agcy-2 Agcy-3 Code
(D) --- -- ---- ---- ----  ---  ----  -------- ---- --- ------ ------ ------ -----
                           *** End of Data ***




*Realloc Run Number: _____  *Agency: ____  *SSN: _____  Empl Type _

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd          Left  Right Quit
```

PANEL 3

```
FMSAS23  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSEP4B PHPSEP4B    Employee Position Acct Dist by Realloc Run#      11:07 AM
< 2 more
    Bdgt  Adj    Trip          Void      Payroll Run   Realloc Run
Act  Yr   Type   Number        Date        Number        Number
(D) ----  ----  ------------  ----------  -----------  -----------
                           *** End of Data ***




*Realloc Run Number: _____  *Agency: ____  *SSN: _____  Empl Type _

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd          Left  Right Quit
```

Your Action …	System Response …
5. Enter **D**isplay in the action field of line to be viewed and press ENTER.	The Display Account Distribution Detail screen will appear.

Browse Journal Entry/Encumbrance

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **BM** (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose **JE** (Browse Journal Entry/Encumbrance) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include Agency, SAAS Agency and Payroll Run Number.	The Browse Journal Entry/Encumbrance screen will appear. Information is displayed by Budget Yr, PO/JV, PO/JV Number, Line Number, Amount, Error Indicator, Payroll Run Number, Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Proj Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, Object Code, and Errors.

PANEL 1

```
FMSAS23   PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSJV7B PHPSJV7M           Browse Journal Entry/Encumbrance          09:52 AM
                                                                      2 more >
      Budg  PO   PO / JV     Ln                        Error   Pay Roll
Act   Yr    JV   Number      No         Amount          Ind    Run Number
(D)   ----  --   ----------  ---     --------------    -----   ----------
                             *** End of Data ***








 Agency: ____    SAAS Agency: ___  *Payroll Run Number: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd         Left  Right Quit
```

PANEL 2

```
FMSAS23  PHV3      STATEWIDE  PAYROLL  AND  HUMAN  RESOURCE  SYSTEM    03/03/2015
PHPSJV7B PHPSJV7M           Browse  Journal  Entry/Encumbrance           09:53 AM
< 1 more                                                                 1 more >
       F              Sb  Rptg Project       Sb                             Obj
Act Pgm S Fund Actv Org Org Cat  Number  Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
(D) --- - ---- ---- ---- -- ---- -------- ---- -- ------ ------ ------ -----
                              *** End of Data ***




 Agency: ____   SAAS Agency: ___  *Payroll Run Number: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                      Bkwd  Fwd         Left  Right Quit
```

PANEL 3

```
FMSAS23  PHV3      STATEWIDE  PAYROLL  AND  HUMAN  RESOURCE  SYSTEM    03/03/2015
PHPSJV7B PHPSJV7M           Browse  Journal  Entry/Encumbrance           09:54 AM
< 2 more
    Budg PO   PO / JV   Ln
Act  Yr  JV  Number    No          Errors
(D) ---- -- ----------- --- ------------------------------------
                              *** End of Data ***




 Agency: ____   SAAS Agency: ___  *Payroll Run Number: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                      Bkwd  Fwd         Left  Right Quit
```

Your Action …	System Response …
5. Enter **D**isplay in the action field of line to be viewed and press ENTER.	The error description screen will appear.

Browse Journal Entry/Encumbrance Errors

The Browse Journal Entry/Encumbrance Errors screen is used to view a listing of only the Journal Entry/Encumbrance entries by SAAS Agency and Payroll number that contains errors.

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **BM** (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose **EE** (Browse Journal Entry/Encumbrance Errors) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include Agency, SAAS Agency, and Payroll Run Number.	The Browse Journal Entry/Encumbrance Errors screen will appear. Information is displayed by Budget Yr, PO/JV, PO/JV Number, Line Number, Amount, Errors, Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Proj Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, Object Code, Error Indicator, and Payroll Run Number.

PANEL 1

```
FMSAS23  PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/03/2015
PHPSJV3B PHPSJV3M     Browse Journal Entry/Encumbrance Errors      10:03 AM
                                                                   2 more >
     Bgt  PO   PO / JV    Ln
Act  Yr   JV   Number     No       Amount                  Errors
(D)  ---- --  ----------  ---   --------------  ------------------------------
                           *** End of Data ***







 Agency: ____   SAAS Agency: ___  *Payroll Run Number: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  End                      Bkwd  Fwd        Left  Right Quit
```

PANEL 2

```
FMSAS23  PHV3       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/03/2015
PHPSJV3B PHPSJV3M    Browse Journal Entry/Encumbrance Errors       10:04 AM
< 1 more                                                           1 more >
       F              Sb  Rptg Project       Sb                         Obj
Act Pgm S Fund Actv Org Org Cat  Number   Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
(D) --- - ---- ---- ---- -- ---- -------- ---- -- ------ ------ ------ -----
                         *** End of Data ***




 Agency: ____   SAAS Agency: ___ *Payroll Run Number: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd       Left  Right Quit
```

PANEL 3

```
FMSAS23  PHV3       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/03/2015
PHPSJV3B PHPSJV3M    Browse Journal Entry/Encumbrance Errors       10:04 AM
< 2 more
     Budg  PO   PO / JV    Ln                   Error   Pay Roll
Act   Yr   JV   Number     No      Amount        Ind    Run Number
(D)  ----  --  ----------  ---  --------------  -----  ----------
                         *** End of Data ***




 Agency: ____   SAAS Agency: ___ *Payroll Run Number: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd       Left  Right Quit
```

Your Action …	System Response …
5. Enter **D**isplay in the action field of line to be viewed and press ENTER.	The error description screen will appear.

Browse Journal Entry/Encumbrances – (CR/MCA)

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **BM** (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose **CR** (Browse Journal Entry/Encum - (CR, MCA)) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include MCA/CRA Run Number, SPAHRS Agency, and SAAS Agency.	The Browse Journal Entry/Encum - (CR, MCA) screen will appear. Information is displayed by Budget Yr, PO/JV, PO/JV Number, Line Number, Amount, Contract Number, Error Indicator, MCA/RCA Run Number, Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Project Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, Obj Code, Budg Yr, PO/JV, PO/JV number, Line Number, Bck Ind, and Errors.

PANEL 1

```
FMSAS23   PHV3       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSJV4B PHPSJV4M      Browse Journal Entry/Encum – ( CR, MCA )        10:15 AM
                                                                     2 more >
      Budg  PO    PO / JV   Ln                    Contract    Error   MCA/RCA
Act   Yr    JV    Number    No       Amount       Number      Ind     Run Number
(D)   ----  --    ----------  ---   --------------  --------    -----   ----------
                            *** End of Data ***




*MCA/CRA Run Number: _____   SPAHRS Agency: ____   SAAS Agency: ___
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd        Left  Right Quit
```

PANEL 2

```
FMSAS23  PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/03/2015
PHPSJV4B PHPSJV4M    Browse Journal Entry/Encum - ( CR, MCA )       10:16 AM
< 1 more                                                            1 more >
      F                 Sb  Rptg Project       Sb                        Obj
Act Pgm S Fund Actv Org Org Cat  Number   Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
(D) --- - ---- ---- ---- -- ---- -------- ---- -- ------ ------ ------ -----
                           *** End of Data ***




*MCA/CRA Run Number: _____  SPAHRS Agency: ____  SAAS Agency: ___
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                    Bkwd  Fwd        Left  Right Quit
```

PANEL 3

```
FMSAS23  PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/03/2015
PHPSJV4B PHPSJV4M    Browse Journal Entry/Encum - ( CR, MCA )       10:17 AM
< 2 more
     Budg PO    PO / JV   Ln  Bck
Act  Yr  JV    Number     No  Ind              Errors
(D) ---- -- ----------- --- --- --------------------------------
                           *** End of Data ***




*MCA/CRA Run Number: _____  SPAHRS Agency: ____  SAAS Agency: ___
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                    Bkwd  Fwd        Left  Right Quit
```

Your Action …	System Response …
5. Enter **D**isplay in the action field of line to be viewed and press ENTER.	The error description screen will appear.

Browse Journal Entry/Encumbrance–(CR, MCA) Error

	Your Action …	System Response …
1.	Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2.	Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3.	Choose **BM** (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4.	Choose **CE** (Browse Journal Entry/Encum - (CR, MCA) Error) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include *MCA/CRA Run Number, SPAHRS Agency, and SAAS Agency.	The Browse Journal Entry/Encum - (CR, MCA) Error screen will appear. Information is displayed by Budget Yr, PO/JV, PO/JV Number, Line Number, Amount, Contract Number, Error Indicator, MCA/RCA Run Number, Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Project Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, Obj Code, Budg Yr, PO/JV, PO/JV Number, Line Number, Bck Ind, and Errors.

PANEL 1

```
FMSAS23   PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSJV5B PHPSJV5M    Browse Journal Entry/Encum – (CR, MCA) Error       10:35 AM
                                                                        2 more >
        Budg  PO    PO / JV     Ln                  Contract    Error    MCA/CRA
Act     Yr    JV    Number      No      Amount      Number       Ind    Run Number
(S)     ----  --    ----------  ---   --------------  --------    -----  ----------
                              *** End of Data ***








*MCA/CRA Run Number: _____  SPAHRS Agency: ____   SAAS Agency: ___
 Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd         Left  Right Quit
```

PANEL 2

```
FMSAS23   PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSJV5B PHPSJV5M    Browse Journal Entry/Encum - (CR, MCA) Error       10:36 AM
< 1 more                                                              1 more >
      F                 Sb  Rptg Project       Sb                         Obj
Act Pgm S Fund Actv Org Org Cat  Number   Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
(S) --- - ---- ---- ---- -- ---- -------- ---- -- ------ ------ ------ -----
                          *** End of Data ***




*MCA/CRA Run Number: _____   SPAHRS Agency: ____   SAAS Agency: ___
 Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd          Left  Right Quit
```

PANEL 3

```
FMSAS23   PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSJV5B PHPSJV5M    Browse Journal Entry/Encum - (CR, MCA) Error       10:37 AM
< 2 more
    Budg PO    PO / JV   Ln  Bck
Act  Yr  JV   Number    No  Ind              Errors
(S) ---- -- ----------- --- --- --------------------------------
                          *** End of Data ***




*MCA/CRA Run Number: _____   SPAHRS Agency: ____   SAAS Agency: ___
 Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd          Left  Right Quit
```

Your Action …	System Response …
5. Enter **D**isplay in the action field of line to be viewed and press ENTER.	The error description screen will appear.

Browse SPAHRS Documents

The Browse SPAHRS Documents screen is used to view a listing of all the PO/JV documents posted to MAGIC by SAAS Agency and Payroll number.

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **BM** (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose **BD** (Browse SPAHRS Documents) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include SPAHRS Agency, SAAS Agency, Payroll Run Number, and Document.	The Browse SPAHRS Documents screen will appear. Information is displayed by Reject SAAS, Budget Yr, Payroll Run Number, PO/JV, PO/JV Number, Line Number, Post Date, Pay Period End Date, Pay Frequency, Object Code, Amount, Amount Type, Adjust Paid Date, Program, Fund Source, Fund, Actv, Org, Sb Org, Reptg Cat, Project Number, Loc, Sub Obj, Agcy-1, Agcy-2, Agcy-3, Contract Number, Vendor Code, Contract Type, Last Update Userid, and Last Update Time.

PANEL 1

```
FMSAS23   PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/03/2015
PHPSAE1B PHPSAE1M                Browse SPAHRS Documents                  10:08 AM
                                                                          3 more >
 Reject Budgt  Payroll    PO    PO\JV     Line     Post     Pay Period  Pay
  SAAS   Yr   Run Number  JV    Number    Num      Date     End Date    Freq
 -----  -----  ----------  --  ----------  ----  ----------  ----------  ----
                          *** End of Data ***




 
 
 
 
 
 
 
   SPAHRS Agency ____  SAAS Agency ___  *Payroll Run Number _____
   Document _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd        Left  Right Quit
```

PANEL 2

```
FMSAS23  PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSAE1B PHPSAE1M            Browse SPAHRS Documents                10:10 AM
< 1 more                          Adjust                           2 more >
Object                   Amount    Paid        F                     Sub Reptg
 Code      Amount         Type     Date      Pgm S    Fund  Actv  Org Org Cat
------ --------------    ------ ----------    --- --    ----  ----  ---- --- -----
                         *** End of Data ***



 
 
 
 
 
 
 
   SPAHRS Agency ____ SAAS Agency ___ *Payroll Run Number _____
   Document _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                      Bkwd  Fwd        Left  Right Quit
```

PANEL 3

```
FMSAS23  PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSAE1B PHPSAE1M            Browse SPAHRS Documents                10:11 AM
< 2 more                                                          1 more >
Project      Sub                     Contract   Vendor   Contract
Number   Loc Obj Agcy-1 Agcy-2 Agcy-3 Number     Code      Type
-------- ---- --- ------ ------ ------ --------  ----------- --------
                         *** End of Data ***



 
 
 
 
 
 
   SPAHRS Agency ____ SAAS Agency ___ *Payroll Run Number _____
   Document _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                      Bkwd  Fwd        Left  Right Quit
```

PANEL 4

```
FMSAS23  PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/03/2015
PHPSAE1B PHPSAE1M              Browse SPAHRS Documents                10:12 AM
< 3 more
         Last Update              Last Update
           Userid                    Time
         -----------        ------------------------
                            *** End of Data ***




   SPAHRS Agency ____  SAAS Agency ___ *Payroll Run Number _____
   Document _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                     Bkwd  Fwd       Left  Right Quit
```

Browse SPAHRS Entries by Payroll Run Number

The Browse SPAHRS Entries by Payroll Run Number screen is used to view a listing of all the PO/JV line entries by the payroll run number.

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **BM** (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose **PR** (Browse SPAHRS Entries by Payroll Run Number) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include Payroll Run Number, SPAHRS Agency, SAAS Agency, Document, and Document Line number.	The Browse SPAHRS Entries by Payroll Run Number screen will appear. Information is displayed by Reject SAAS, SPAHRS Agcy, SAAS Agcy, Budget Yr, PO/JV, PO/JV Number, Line Number, Amount, Post Date, Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Project Number, Loc, Sb Obj, Agcy-1, Agcy-2, and Agcy-3.

PANEL 1

```
FMSAS23  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSAE2B PHPSAE2M    Browse SPAHRS Entries by Payroll Run Number      10:13 AM
                                                                     1 more >
  Reject SPAHRS  SAAS  Bdgt  PO    PO\JV      Ln
  SAAS   Agcy   Agcy   Yr    JV    Number     No     Amount          Post Date
  ------ ------ ----   ----  --   ----------- ---  --------------- ----------







 *Payroll Run Number: _____    SPAHRS Agency ____   SAAS Agency: ___
  Document: _____  Document Line: ___
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd         Left  Right Quit
```

PANEL 2

```
FMSAS23  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSAE2B PHPSAE2M    Browse SPAHRS Entries by Payroll Run Number      10:14 AM
< 1 more
   Bdgt    F                   Sb Rptg Project       Sb
    Yr Pgm S   Fund Actv Org Org Cat  Number    Loc Obj Agcy-1 Agcy-2 Agcy-3
    ---- -- -- ---- ---- --- -- ---- -------- ---- -- ------ ------ ------
                           *** End of Data ***







 *Payroll Run Number: _____    SPAHRS Agency ____   SAAS Agency: ___
  Document: _____  Document Line: ___
Direct Command: _____ .
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd         Left  Right Quit
```

Browse SPAHRS Document by Run Number (OFM/OFR/MMRS USE ONLY)

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **BM** (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose **DR** (Browse SPAHRS Document by Run Number) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include Payroll Run Number, Document #, and Document Line #.	The Browse SPAHRS Document by Run Number screen will appear. Information is displayed by Reject SAAS, Budgt YR, Payroll Run Number, PO/JV, PO/JV Number, Line Num, Post Date, Pay Period End Date, Pay Freq, Object Code, Amount, Amount Type, Adjust Paid Date, Pgm, F/S, Fund, Actv, Org, Org, Cat, Project Number, Loc, Sub Obj, Agcy-1, Agcy-2, Agcy-3, Contract Number, Vendor Code, Contract Type, Last Update Userid and Last Update Time.

Panel 1

```
FMSAS23  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSAE3B PHPSAE3M         Browse SPAHRS Document by Run Number         11:14 AM
                                                                    3 more >
 Reject Budgt  Payroll    PO    PO\JV      Line     Post      Pay Period  Pay
  SAAS    Yr   Run Number JV    Number     Num      Date      End Date    Freq
 -----  -----  ---------- --  ----------  ----  ----------  ----------  ----
                          *** End of Data ***









 *Payroll Run Number: _____  Document#: _____  Document Line#: ___
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                       Bkwd  Fwd        Left  Right Quit
```

Panel 2

```
FMSAS23  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSAE3B PHPSAE3M      Browse SPAHRS Document by Run Number           11:15 AM
< 1 more                       Adjust                                2 more >
 Object                    Amount   Paid        F                    Sub Reptg
 Code     Amount           Type     Date    Pgm S   Fund  Actv  Org  Org  Cat
 ------ --------------     ------ ----------  --- --  ----  ----  ---- --- -----
                          *** End of Data ***






 *Payroll Run Number: 500000000 Document#: _____ Document Line#: ___
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd          Left  Right Quit
```

Panel 3

```
FMSAS23  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSAE3B PHPSAE3M      Browse SPAHRS Document by Run Number           11:17 AM
< 2 more                                                             1 more >
 Project      Sub                   Contract   Vendor    Contract
 Number   Loc Obj Agcy-1 Agcy-2 Agcy-3 Number   Code      Type
 -------- ---- --- ------ ------ ------ --------  -----------  --------
                          *** End of Data ***






 *Payroll Run Number: _____ Document#: _____ Document Line#: ___
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd          Left  Right Quit
```

Panel 4

```
FMSAS23  PHV3       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/03/2015
PHPSAE3B PHPSAE3M      Browse SPAHRS Document by Run Number         12:04 PM
< 3 more
         Last Update            Last Update
           Userid                  Time
         -----------      -----------------------
                          *** End of Data ***




 *Payroll Run Number: 500000000 Document#: _____ Document Line#: ___
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd         Left  Right Quit
```

Browse SPAHRS Document Numbers (OFM/OFR/MMRS USE ONLY)

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **BM** (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose **DC** (Browse SPAHRS Document Numbers) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include Document # and Document Line #.	The Browse SPAHRS Document Numbers screen will appear. Information is displayed by Reject SAAS, Budgt Yr, PO/JV Number Line Nbr, Run Number, PO/JV, Post Date, Pay Period End Date, Pay Freq, Object Code, Amount, Amount Type, Adjust Paid Date, Pgm, F/S, Fund, Actv, Org, Org, Cat, Project Number, Loc, Sub Obj, Agcy-1, Agcy-2, Agcy-3, Contract Number, Vendor Code, Contract Type, Last Update Userid, and Last Update Time.

Panel 1

```
FMSAS23  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSAE4B PHPSAE4M          Browse SPAHRS Document Numbers            12:29 PM
                                                                   3 more >
 Reject Budgt     PO\JV    Line     Run     PO     Post    Pay Period  Pay
  SAAS   Yr      Number    Nbr    Number    JV     Date    End Date    Freq
 -----  -----  ----------- ----  --------- --    ---------- ---------- ----
                          *** End of Data ***




   Document#: 50000000000  Document Line#: ___
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                        Bkwd  Fwd       Left  Right Quit
```

Panel 2

```
FMSAS23  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSAE4B PHPSAE4M          Browse SPAHRS Document Numbers            12:29 PM
< 1 more                        Adjust                             2 more >
 Object                   Amount    Paid          F              Sub Reptg
 Code      Amount         Type      Date    Pgm   S    Fund Actv  Org  Org  Cat
 ------  --------------- ------  ---------- ---   --   ---- ----  ---- --- -----
                          *** End of Data ***




   Document#: 50000000000  Document Line#: ___
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                        Bkwd  Fwd       Left  Right Quit
```

Panel 3

```
FMSAS23  PHV3       STATEWIDE AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSAE4B PHPSAE4M         Browse SPAHRS Document Numbers           12:30 PM
< 2 more                                                           1 more >
 Project          Sub                    Contract    Vendor    Contract
 Number    Loc    Obj Agcy-1 Agcy-2 Agcy-3 Number     Code      Type
 -------- ---- --- ------ ------ ------ -------- ----------- --------
                          *** End of Data ***




   Document#: 50000000000  Document Line#: ___
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                     Bkwd  Fwd         Left  Right Quit
```

Panel 4

```
FMSAS23  PHV3       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSAE4B PHPSAE4M         Browse SPAHRS Document Numbers           12:30 PM
< 3 more
        Last Update          Last Update
          Userid               Time
        -----------        -----------------------
                          *** End of Data ***




   Document#: 50000000000  Document Line#: ___
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                     Bkwd  Fwd         Left  Right Quit
```

SAAS On-line Batch Status

The SAAS On-Line Batch Status screen shows the amount required by fund for each agency and shows the agencies how much will post to each State treasury fund for each payroll run number; it also shows if a JV has been sent and posted to MAGIC and the date. This screen alerts the agency by displaying an asterisk (*) before the fund number if there are Magic edit problems with the payroll.

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **SB** (SAAS On-Line Batch Status) from the Generate SAAS Transactions menu. Press ENTER.	The SAAS On-Line Batch Status screen will appear.

```
FMSAS23  PHV2        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/09/2015
PHPSAI1D PHPSAI1M                 SAAS On-Line Batch Status            11:00 AM

 Action: _ (D,N)        Payroll Certified By:

*Payroll Run Number: _____     SPAHRS Agency: 0372    SAAS Agency: ___
 Pay Freq:                                           Entries in error:

  JV Sent:                            JV Posted:

  _____General Fund_____ _____Special Fund_____
  Fund     Pin Amount       Win Amount   Fund    Pin Amount       Win Amount




Totals:

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                       Bkwd  Fwd                    Quit
```

Your Action …	System Response …
4. Choose **D**isplay and enter the following information: ***Payroll Run Number:** Enter the payroll number for the pay period being requested. **SPAHRS Agency Code:** Enter the agency number as identified in SPAHRS. **SAAS Agency Code:** Enter the three digit SAAS agency number.	
5. Press ENTER.	Data related to the payroll run will appear in Fund Number order.

Cost Reallocation/Mass Change

The Mass Change function of SPAHRS is designed to change a group of positions or an entire agency's payroll. If only one or a few employees' account code distribution change is necessary, the Cost Reallocation function should be utilized. **NOTE**: The MCA/CRA screen is not used for a Mass Change **Before** Posting.

Maintain MCA/CRA Status for Payroll

The status record is the first step of processing a Mass Change After (MCA) or a Cost Reallocation After (CRA) for payroll. Once the user has entered the data on this screen and processed a preliminary, the system will assign a unique run number. Cost Reallocation or a Mass Change After cannot be processed without approval on this screen. The Maintain MCA/CRA screen will be updated with each preliminary and final run.

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **CM** (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transaction Menu and press ENTER.	The Cost Reallocation/Mass Change Menu will appear.

```
FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/09/2015
PHIMAINU PHIMAINM          Cost Reallocation / Mass Change Menu        11:25 AM

         Code      Description                          FastPath

         CB     Browse Cost Reallocation Distributions     REALB
         CR     Cost Reallocation by Hours                 REAL
         CP     Cost Reallocation by Percentage            REPC
         MB     Browse Mass Change Distributions           MSB
         M1     Mass Change Before Posting                 MSCB
         M2     Mass Change after Posting                  MSCP
         DR     Maintain MCA/CRA Status                    MRLD
         BR     Browse MCA/CRA Status                      BRLD
         AD     AD HOC Programs (MCA/CRA) Menu             ADHOC




     Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                  Quit
```

Your Action….	System Response….
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.

Your Action….	System Response….
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **CM** (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Cost Reallocation/Mass Change Menu will appear.
4. Choose **DR** (Maintain MCA/CRA Status) from the Cost Reallocation/Mass Change Menu and press ENTER.	The Maintain MCA/CRA Status screen will appear.

```
FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/09/2015
PHPCMC1D PHPCMC1M            Maintain MCA/CRA Status                12:05 PM

*Action: _ (A,C,D,M,N,P)

 Agency: ____ Type: _ (M/C) *To Date: _____ (MMDDYYYY) Seq: ___

      From Date...............: _____  (MMDDYYYY)

      Date Sent to SAAS.......:

      Date Posted in SAAS.....:

      Re-allocation Run Number:

      Preliminary Run Required:

      Last Update User........:
      Last Update Date/Time...:
                                                        Approval Ind: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                  Quit
```

Your Action….	System Response….
5. Choose **A**dd to create a record or other desired action for a previously established record and enter the following information: **Agency:** Enter the four-digit agency code (xxxx). **Type:** Enter **C** for Cost Reallocation After or **M** for Mass Change After ***To Date:** Enter the pay period end date of the period for redistribution. **Seq:** Enter the sequence number for this screen. If additional runs are needed for the same Pay Period, **A**dd a new MCA/CRA for the same date, but enter the next sequence number.	
6. Press ENTER.	

Your Action….	System Response….
7. Enter the following information: From Date: System will populate this field. Date Sent to SAAS: System will populate the date JV's are sent to MAGIC when preliminary and final runs are processed. Date Posted in SAAS: System will populate the date JV's are updated to MAGIC General Ledger when preliminary and final runs are processed. Re-allocation Run Number: The run number assigned by the system after the 1st preliminary is run for this Cost Reallocation. The number will begin with a 500 million. Preliminary Run Required: Automatically set to **Y**es. Once a clean preliminary has been run, the system will change the indicator to a **N**o. Last Update User: The user ID of last person or program to update data affecting this screen. Last Update Date/Time: The date and time of last update affecting this screen. **Approval Ind:** Enter "**Y" to** transmit the record for approval.	
8. Press ENTER.	The system will display the following message: MCA/RCA Status xxxx-C-YY-MM-DD-N added successfully.

Mass Change Before Posting

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **CM** (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Cost Reallocation/Mass Change Menu will appear.

Your Action….	System Response….
4. Choose **M1** (Mass Change Before Posting) from the Cost Reallocation/Mass Change Menu and press ENTER.	The Mass Change Before Posting screen will appear.

```
FMSAS23  PHV1      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/23/2015
PHPSMC1D PHPSMC1M           Mass Change Before Posting              12:51 PM

*Action: _ (A,C,D,M,N,P) *Agency: ____  Pay Period: _____  (MMDDYYYY) *Freq: _

 #Old   *Program No..: __        #New    Program No..: __        ___ of
 #Distr: Fund Source.: _         #Distr: Fund Source.: _
         Fund........: ____              *Fund:.......: ____
         Activity....: ____              *Activity....: ____
         Org.........: ___               *Org.........: ___
         Sub Org.....: __                *Sub Org.....: __
         Report Catgy: ____              *Report Catgy: ____
         Project No..: _____          *Project No..: _____
         Location....: ____              *Location....: ____
         Agency 1....: _____            *Agency 1....: _____
         Agency 2....: _____            *Agency 2....: _____
         Agency 3....: _____            *Agency 3....: _____
         Budget Year.: ____               Budget Year.: ____

Last Upd Tm:                     Last Upd UID:          Approval:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                   Quit
```

Your Action …	System Response …
5. Choose **A**dd or **M**odify and enter the following: **Agency**: the 4-character agency number. **Pay Period**: the pay period to which the change should be applied. **Freq**: the payroll frequency applicable to the change.	
6. Press ENTER.	
7. Enter or change the following Old <u>and</u> New distribution codes: **Program No:** the program number of distribution must be an SPB approved code. **Fund Source**: **F**ederal, **G**eneral, or **O**ther **Fund:** the 4-digit fund number **Budget Year**: the budget year in YYYY format Any other field coding required by your agency.	

Your Action….	System Response….
8. Press Enter.	The system will display the following message: Mass change added/modified successfully.

Mass Change After Posting

The Mass Change after Posting requires an MCA/CRA Status record to be set up prior to entering the MASS Change after Posting.

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **CM** (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Cost Reallocation/Mass Change Menu will appear.
4. Choose **M2** (Mass Change after Posting) from the Cost Reallocation/Mass Change Menu and press ENTER.	The Mass Change after Posting screen will appear.

```
FMSAS23  PHV1       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/23/2015
PHPSMC2D PHPSMC2M               Mass Change after Posting            12:54 PM

*Action: _ (A,C,D,M,N,P) *Agency: ____  Pay Period: _____ (MMDDYYYY) *Freq: _
        SAAS Sent Date.:              SAAS Posted Date:              Error:
 #Old   *Program No..: __       #New    Program No..: __       ___ of
 #Distr: Fund Source.: _        #Distr: Fund Source.: _
         Fund........: ____              *Fund:.......: ____
         Activity....: ____              *Activity....: ____
         Org.........: ____              *Org.........: ____
         Sub Org.....: __                *Sub Org.....: __
         Report Catgy: ____              *Report Catgy: ____
         Project No..: _____          *Project No..: _____
         Location....: ____              *Location....: ____
         Agency 1....: _____            *Agency 1....: _____
         Agency 2....: _____            *Agency 2....: _____
         Agency 3....: _____            *Agency 3....: _____
         Budget Year.: ____               Budget Year.: ____


Last Upd Tm:                   Last Upd UID:           Approval:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

Your Action …	System Response …
5. Choose **A**dd or **M**odify and enter the following: **Agency**: Enter the 4-character agency number. **Pay Period (MMDDYYYY)**: Enter the pay period to which the change should be applied. ***Freq**: Enter the payroll frequency applicable to the change.	
6. Press ENTER.	
7. Enter or change the following old and new distribution codes: **Program No:** Enter the program number of distribution and must be an SPB approved code. **Fund Source**: **F**ederal, **G**eneral, or **O**ther **Fund:** Enter the 4-digit fund number **Budget Year**: Enter the budget year in YYYY format. Any other field coding required by your agency.	
8. Press ENTER.	The system will display the following message: Mass change added/modified successfully.

Cost Reallocation by Hours

The Cost Reallocation screen is used to reallocate payroll costs for a PIN/WIN after a payroll has been run. SPAHRS verifies fields posted on this table against the SPAHRS SAAS Table

After the information is added, the user should request a Cost Reallocation Audit Report from the On-Line Submit of Batch Programs screen to verify that the data entered is correct. If the data is correct, the user should request a cost reallocation final job from the same screen. At that time, the redistribution journal vouchers will be created.

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **CM** (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Cost Reallocation/Mass Change Menu will appear.

Your Action….	System Response….
4. Choose **CR** (Cost Reallocation by Hours) from the Cost Reallocation/Mass Change Menu and press ENTER.	The Cost Reallocation by Hours screen will appear.

```
FMSAS23  PHV4    STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/09/2015
PHPSCD1D PHPSCD1M            Cost Reallocation by Hours             12:10 PM

 *Action:  _  (A,C,D,M,N,P)
 *Agency: ____   Pay Period: __  __  ____   Worker Type: _   *PIN/WIN: _____
 *SSN: _____   Pay Freq: _

1__ of
Bdgt   *F                *Sb*Rptg*Project                            Hours
 Yr Pgm S*Fund*Actv*Org Org Cat  Number  *Loc  *Agcy-1*Agcy-2*Agcy-3 Dist
 ____ __ _ ____ ____ ____ ___ ___ _____ ____  _____ _____ _____ _____
 ____ __ _ ____ ____ ____ ___ ___ _____ ____  _____ _____ _____ _____
 ____ __ _ ____ ____ ____ ___ ___ _____ ____  _____ _____ _____ _____
 ____ __ _ ____ ____ ____ ___ ___ _____ ____  _____ _____ _____ _____
 ____ __ _ ____ ____ ____ ___ ___ _____ ____  _____ _____ _____ _____
 ____ __ _ ____ ____ ____ ___ ___ _____ ____  _____ _____ _____ _____
 ____ __ _ ____ ____ ____ ___ ___ _____ ____  _____ _____ _____ _____
            Allocated Hours:          Total Hours Reallocated:
   SAAS Sent Date:          SAAS Posted Date:              Error:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                      Bkwd  Fwd                      Quit
```

Your Action…	System Response…
5. Choose **A**dd to create a record or other desired action for a previously established record and enter the following information: ***Agency:** Enter the four-digit agency number. **Pay Period:** Enter the Pay Period End date for which the reallocation should occur. **Worker Type:** Enter **P** for position employee; Enter **W** for WIN employee. ***PIN/WIN:** Enter the position or worker number of the employee. ***SSN:** Enter the social security number of the employee. **Pay Freq:** (for payroll only) Enter the code for the frequency to be redistributed (*i.e.,* **M**=Monthly; **K**=Contract Worker biweekly delayed; **P**=supplemental; etc.).	
6. Press ENTER.	

Your Action….	System Response….
7. Enter the following applicable data for redistribution: **Bdgt Yr:** Enter the applicable budget fiscal year (must be open). **Pgm:** Enter the two-digit program number. ***FS:** Enter **F**ederal, **G**eneral, or **O**ther to indicate the funding source. ***Fund:** Enter the four-character fund code. *Actv: Enter the four-character activity code. *Org: Enter the four-character organization code. *Sb Org: Enter the two-character sub-organization code if applicable. *Rptg Cat: Enter the four-character reporting category code. *Project Number: Enter the eight-character project number if applicable. *Loc: Enter the location code if applicable. *Sb Obj: Enter the two-character sub-object code if applicable. *Agcy-1, Agcy-2, Agcy-3: Enter an agency-defined code in any or all of these fields if desired. **Hours Dist:** Enter the hours to be reallocated to this account distribution. NOTE: The total hours distributed must equal the number of hours reported for this pay period. [See timesheet information (RT→ET).]	
8. Press ENTER.	The following message will be displayed: Cost Acct Dist xxxx-000000000000 added successfully. The system will infer the allocated hours and total hours.

Cost Reallocation by Percentage

The Cost Reallocation by Percentage screen is used to reallocate payroll costs using a percentage for redistribution for a PIN or WIN after a payroll has been run. SPAHRS will verify fields posted on this table against the SPAHRS SAAS Tables. After the information is added, the user should request a Cost Reallocation Audit Report from the On-Line Submit of Batch Programs screen to verify that the data entered is correct. If all changes are correct, the user should request a cost reallocation final job from the same screen. At that time, the redistribution journal vouchers will be created.

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **CM** (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Cost Reallocation/Mass Change Menu will appear.
4. Choose **CP** (Cost Reallocation by Percentage) from the Cost Reallocation/Mass Change Menu and press ENTER.	The Cost Reallocation by Percentage screen will appear.

```
FMSAS23  PHV1   STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/23/2015
PHPSCD2D PHPSCD2M          Cost Reallocation by Percentage           12:31 PM

 *Action:  _   (A,C,D,M,N,P)
 *Agency: ____   Pay Period: __  __  ____    Worker Type: _    *PIN/WIN: _____
 *SSN: _____   Pay Freq: _

1__ of
Bdgt   *F               *Sb*Rptg*Project                           Percent
 Yr Pgm S*Fund*Actv*Org Org Cat  Number  *Loc  *Agcy-1*Agcy-2*Agcy-3 Distrib
 ____ __ _ ____ ____ ___ ___ ___ _____ ___ ____ ____ ____ _____
 ____ __ _ ____ ____ ___ ___ ___ _____ ___ ____ ____ ____ _____
 ____ __ _ ____ ____ ___ ___ ___ _____ ___ ____ ____ ____ _____
 ____ __ _ ____ ____ ___ ___ ___ _____ ___ ____ ____ ____ _____
 ____ __ _ ____ ____ ___ ___ ___ _____ ___ ____ ____ ____ _____
 ____ __ _ ____ ____ ___ ___ ___ _____ ___ ____ ____ ____ _____
 ____ __ _ ____ ____ ___ ___ ___ _____ ___ ____ ____ ____ _____

             Allocated Hours:                  Total Percent:
   SAAS Sent Date:           SAAS Posted Date:          Error:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
    Help  Main  End                      Bkwd  Fwd                     Quit
```

Your Action…	System Response…
5. Choose **A**dd to create a record or other desired action for a previously established record and enter the following information: ***Agency:** Enter the four-digit agency number **Pay Period:** Enter the Pay Period End date for which the reallocation should occur. **Worker Type:** Enter **P** for position employee; Enter **W** for WIN employee. ***PIN/WIN:** Enter the position or worker number of the employee ***SSN:** Enter the social security number of the employee.	

Your Action…	System Response…
Continue entering the following information. **Pay Freq:** (for payroll only) Enter the code for the frequency to be redistributed (*i.e.,* **M**=Monthly; **K**=Contract Worker biweekly delayed; **P**=supplemental; etc.).	
6. Press ENTER.	
7. Enter the following applicable data for redistribution: **Bdgt Yr:** Enter the applicable budget fiscal year (must be open). **Pgm:** Enter the two-digit program number. ***FS:** Enter **F**ederal, **G**eneral, or **O**ther to indicate the funding source. ***Fund:** Enter the four-character fund code. *Actv: Enter the four-character activity code. *Org: Enter the four-character organization code. *Sb Org: Enter the two-character sub-organization code if applicable. *Rptg Cat: Enter the four-character reporting category code. *Project Number: Enter the eight-character project number if applicable. *Loc: Enter the location code if applicable. *Sb Obj: Enter the two-character sub-object code if applicable. *Agcy-1, Agcy-2, Agcy-3: Enter an agency-defined code in any or all of these fields if desired. **Percent Distrib:** Enter the percentage to be reallocated to this account distribution. NOTE: The total percentage must equal 100%.	
8. Press ENTER.	The following message will be displayed: Cost Acct Dist xxxx-000000000000 added successfully. The system will infer the allocated hours and total percent.

Browse Cost Reallocation Distributions Screen

The Browse Cost Reallocation Distributions screen displays the Cost Reallocation information that has been entered on the Cost Reallocation, and the Cost Reallocation by Percentage, screens. The browses allow the user to display or modify a previously established record. It should be noted that a modification is not allowed once the distributions have been posted to MAGIC.

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **CM** (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Cost Reallocation/Mass Change Menu will appear.
4. Choose **CB** (Browse Cost Reallocation Distributions) from the Cost Reallocation/Mass Change Menu and press ENTER.	The Browse Cost Reallocation Distributions screen will appear.

```
FMSAS23  PHV1        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/23/2015
PHPSCD9B PHPSCD9M       Browse Cost Reallocation Distributions          12:43 PM

Action (D,M)          PPEnd    Realloc    Realloc       Err  Realloc      Pin
Act  Agcy     SSN     Date      Date     Post Date  Appr Ind   Run#       Win
---  ----  --------- ---------- ---------- ---------- ---- --- --------- ------
                        *** End of Data ***










Agency: ____  *SSN: _____  Emp Type: _ PIN/WIN: _____  PP End Date: _____
Direct Command: _____ (MMDDYYYY)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                      Bkwd  Fwd                      Quit
```

Your Action…	System Response…
5. Enter the four-character SPAHRS agency number. Press ENTER.	If Cost Reallocation has been entered, system inferred data appears.

Your Action…	System Response…
6. The following fields are inferred: Agcy: The four-character SPAHRS agency code. SSN: The social security number of the employee for which the distribution has been set up. PPEnd Date: The pay period end date applicable to the reallocation. Realloc Date: The date the reallocation was processed by SPAHRS. Realloc Post Date: The date the reallocation was updated in MAGIC. Appr: The approval code of the cost reallocation. Err Ind: The code signifying that an error has occurred in processing the reallocation. Realloc Run#: The system assigned run number unique to the Cost Reallocation process. This number always begins with 500 million. PIN/WIN: The position or worker number of the employee associated with the Cost Reallocation.	
7. Enter **D**isplay or **M**odify in the Action field. Press ENTER. **NOTE**: Modification not allowed in SPAHRS once transactions have been updated in MAGIC.	The Cost Reallocation by hours or the Cost Reallocation by Percentage screen will appear.

Browse Mass Change Distributions

The Browse Mass Change Distributions allow for the viewing of a list of previously entered Mass Change distributions and status screens. A user can initiate a record display or modification with these screens.

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **CM** (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu press ENTER.	The Cost Reallocation/Mass Change Menu will appear.

Your Action…	System Response…
4. Choose **MB** (Browse Mass Change Distributions) from the Cost Reallocation/Mass Change Menu and press ENTER. Selection criteria include Before/After Indicator, Agency, Mass Change Date, and Pay Frequency.	The Browse Mass Change Distributions screen will appear. Information is displayed by Agency, Mass Change Date, Pay Frequency, Sequence Number, Before/After, Mass Change Send Date, Mass Change Posted Date, Approval Indicator, Error Indicator, and Reallocation Run Number.

```
FMSAS23  PHV1      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/23/2015
PHPMCD1B PHPMCD1M         Browse Mass Change Distributions            12:58 PM

(D,M)      Mass Change Pay Seq Bef Mass Change  Mass Change Appr Err Reallocation
Act Agcy      Date     Frq Nbr Aft  Send Date   Posted Date  Ind  Ind  Run Number
--- ----   ----------  --- --- --- ----------  ----------- ---- --- -----------
                             *** End of Data ***








Before/After Ind: _ (B/A) Agency: ____ Mass Change Date: _____ (EM=MMDDYYYY)
Pay Frequency: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                      Bkwd  Fwd                      Quit
```

Your Action…	System Response…
5. Choose **D**isplay/**M**odified beside the selected record and press ENTER.	The Mass Change Before Posting or After screen will appear.

Browse MCA/CRA Status

The Browse MCA/CRA Status allows for the viewing of a list of previously entered Mass Change and Cost Reallocation distributions and status screens. A user can initiate a record display or modification with these screens.

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **CM** (Cost Reallocation/Mass Change Menu from the Generate SAAS Transactions Menu and press ENTER.	The Cost Reallocation/Mass Change Menu will appear.

Your Action…	System Response…
4. Choose **BR** (Browse MCA/CRA Status) from the Cost Reallocation/Mass Change and press ENTER. Selection criteria includes Agency; Type (C/M); and To Date.	The Browse MCA/CRA Status screen will appear. Information is displayed by Agency, Type To Pay Period Date, Sequence, From Pay Period Date, Sent Date, Post Date, and MCA/CRA Number.

```
FMSAS23  PHV1       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/23/2015
PHPCMC2B PHPCMC2M              Browse MCA/CRA Status                  01:01 PM

Action: (D,M)     To PP         From PP       Sent        Post       MCA/CRA
Act Agcy Type     Date     Seq   Date         Date        Date       Number
--- ---- ----    ----------  ---  ----------  ----------  ----------  ---------
                        *** End of Data ***












  Agency: ____  Type (C/M): _  *TO Date: _____  (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                      Bkwd  Fwd                      Quit
```

Your Action…	System Response…
5. Choose **D**isplay/**M**odified beside the selected record and press ENTER.	The Maintain MCA/CRA Status screen will appear.

On-Line Submit of Batch Programs

The On-Line Submit of Batch Programs screen is used to submit jobs that will create the JV entries to reallocate or change the original accounting entries that have been posted to Magic. . The job will begin, and progress can be followed on the job tracking menu. This is a three panel screen. The second and third screens contain a list of jobs for the Upload/Download of data files from external accounting and time reporting systems.

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.

Your Action…	System Response…
3. Choose **BS** (On-Line Submit of Batch Programs) from the Generate SAAS Transactions Menu and press ENTER.	On-Line Submit of Batch Programs screen will appear. Additional programs are identified with the use of the PF11 function key. Press PF 10 to view previous screen

PANEL 1

```
FMSAS23  PHV3       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSBT1D PHPSBT1M          On-Line Submit of Batch Programs          12:42 PM
                                                                    3 more >


        1. Cost Reallocation Preliminary
        2. Cost Reallocation Preliminary - Multiple Pay Periods
        3. Cost Reallocation Final
        4. Cost Reallocation Final - Multiple Pay Periods
        5. Mass Change After Redistribute Preliminary
        6. Mass Change After Redistribute Final
        7. Cost Reallocation / Mass Change Expenditures Balancing Report







        Enter - Number of Batch Job to Submit: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                    Left  Right Quit
```

PANEL 2

```
FMSAS23  PHV3   STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/03/2015
PHPSBT1D PHPSBT4M          On-Line Submit of Batch Programs       12:43 PM
< 1 more                                                         2 more >



        8. Download Mass Change After for a SPAHRS Agency, Pay Period
        9. Download Detail Accounting for a SPAHRS Agency, Payroll Run Number
       10. Download Detail Accounting for a SPAHRS Agency, Void Date
       11. Download Default Distribution for a SPAHRS Agency, Fiscal Year
       12. Download Override Distribution for a SPAHRS Agency, Pay Period
       13. Download Cost Acct Distribution for a SPAHRS Agency, Pay Period
       14. Download User Expansion for a SPHARS Agency, Fiscal Year
       15. Download Acct Validation for a SPAHRS Agency, Fiscal Year
       16. Download Pay Details for a SPAHRS Agency, for Payroll Run Number
       17. Download Earnings Codes Details (dollar & hour), for Payroll Run Nbr
       18. Download Leave Balance/Demograph Infomation, Month End Date
       19. Download Optional Asset Tracking Information, for SPAHRS Agency
            Enter Number of Batch Job to Submit:  __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                    Left  Right Quit
```

PANEL 3

```
FMSAS23  PHV3    STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     03/03/2015
PHPSBT1D PHPSBT8M          On-Line Submit of Batch Programs          12:43 PM
< 2 more                                                            1 more >


   20. DOWNLOAD Cafeteria Deductions For SPAHRS Agencies
   21. DOWNLOAD Pay Details, Supreme Court Billing, By Agency and Run Number
   22. DOWNLOAD Default Distribution, by Agency, BFY, Name, Occu, and Salary
   23. DOWNLOAD Download Earnings By Distribution








        Enter Number of Batch Job to Submit:  __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                                    Left  Right Quit
```

Your Action …	System Response …
4. Input the number of the program to be generated in the Enter Number of Batch Job to Submit field and press ENTER.	An input form is generated on the screen based on the Number of the Batch Job selected.
5. Enter the required information and press ENTER.	A Batch Job Submission screen will appear.
6. Press ENTER.	The system will display the following information: Job submitted successfully.

Request Cost Reallocation or MASS Change After Preliminary

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **BS** (On-Line Submit of Batch Programs) from the Generate SAAS Transactions Menu and press ENTER.	The On-Line Submit of Batch Programs screen will appear.

```
FMSAS23  PHV1      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   03/23/2015
PHPSBT1D PHPSBT1M         On-Line Submit of Batch Programs          12:39 PM
                                                                   3 more >

       1. Cost Reallocation Preliminary
       2. Cost Reallocation Preliminary - Multiple Pay Periods
       3. Cost Reallocation Final
       4. Cost Reallocation Final - Multiple Pay Periods
       5. Mass Change After Redistribute Preliminary
       6. Mass Change After Redistribute Final
       7. Cost Reallocation / Mass Change Expenditures Balancing Report






       Enter - Number of Batch Job to Submit: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                      Left  Right Quit
```

Your Action…	System Response…
4. Submit **1** for a **single** Pay Period or **2** for **multiple** Pay Periods for Cost Reallocation preliminary or **5** for Mass change after redistribute preliminary.	The batch job submission screen will appear.
5. Press ENTER.	The preliminary has been submitted successfully.
6. View Journal Entry/Encumbrance screen (**PA→GS→BM→JE**).	
7. If distribution is not correct, repeat any of the above steps as necessary.	

NOTE: If distribution is correct and MAGIC reports are free of errors then you will submit the request for Cost Reallocation or MASS change After Final.

Request Cost Reallocation or MASS Change After FINAL

NOTE: Only one final is allowed. The final cannot be resubmitted.

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **GS** (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose **BS** (On-Line Submit of Batch Programs) from the Generate SAAS Transactions Menu and press ENTER.	The On-Line Submit of Batch Programs screen will appear.

Your Action…	System Response…
4. Submit **3** for a **single** Pay Period or **4** for **multiple** Pay Periods for Cost Reallocation final or **6** for Mass change after redistribute final.	
5. Submit **7** to request for the Cost Reallocation/Mass Change Expenditures Balancing Report.	This report details the debits and credits by object code, expenditure type, and general fund entries for 2999 using account code 29000.

NOTE: After the final has run verify the MAGIC reports are free of errors.